

CONFIDENTIAL

21 June 1962

ATTN : ID/S
SPA-ID/S

Chief, Records Management

Secure Area for RID/



1. In compliance with memorandum dated 7 June 1962 from Deputy Director (Support), Subject: Request for Secure Areas in Headquarters Buildings this office has reviewed the attached request.

2. A physical review of the areas involved and discussion with the Branch Chief indicates that conversion from 4-drawer safes to steel shelving will be consistent with good records management practices.

3. The establishing of this secure area will result in the release of eight (8) 4-drawer safes, afford a more efficient means of filing, provide better space utilization and make the files more easily accessible to the analysts.

4. I recommend that this request for securing rooms GA-36, 44 and 50, Headquarters Building, be approved.

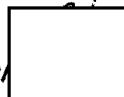


Distribution:

Orig - addressee

- 1 - Office of Security
- 1 - Office of Logistics
- 1 - SPA/DD/S
- 1 - RMS

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fms (21 June '62)

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CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	INITIALS	DATE
1	<input type="text"/> Office of Security		
2	4E-05, Headquarters		
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4	0/L, 12-47, Headquarters		
5	SPA-DD/S, <input type="text"/>		
6	TE-02, Headquarters		
<input checked="" type="checkbox"/>	ACTION	<input type="checkbox"/> DIRECT REPLY	<input type="checkbox"/> PREPARE REPLY
<input checked="" type="checkbox"/>	APPROVAL	<input type="checkbox"/> DISPATCH	<input type="checkbox"/> RECOMMENDATION
	COMMENT	<input type="checkbox"/> FILE	<input type="checkbox"/> RETURN
	CONCURRENCE	<input checked="" type="checkbox"/> INFORMATION	<input type="checkbox"/> SIGNATURE
Remarks:			
<p>The attached is in conformity with Memo from DD/S to: Acting Director of Logistics, Director of Security, Chief, Records Management, Subject: Requests for Secure Areas in the Headquarters Building, dated 7 June 1962</p>			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
<input type="text"/> Records Management 004 - 1016 16th St.			6/21/62
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